

Job Opportunity

Date: July 16, 2014

Position Title/Rate: **Bailiff - \$12.75/hr**

Department/Division: **Judge Joseph Mikitish – Family Calendar**

Location: Central Court Building
101 W Jefferson
Phoenix, AZ 85003

Job Requirements: Bailiff minimum qualifications include a High School Diploma or GED.

Judge Mikitish seeks a full-time Bailiff to begin **July 29, 2014**. This recruitment is open until filled. All interested applicants should email their résumé immediately to:
Honorable Judge Joseph Mikitish

E-mail: MikitishJ@superiorcourt.maricopa.gov
Please include cover sheet

JOB SUMMARY:

Under limited supervision, provides coordination of courtroom proceedings and performs a variety of legal and clerical duties related to the performance of a Superior Court Division.

PRIMARY DUTIES OF THE POSITION:

Orders or prepares files and daily calendar for the Court; assist Judicial Assistant with phone calls; prepares courtroom for daily proceedings; assists visitors, and self-represented litigants with explanations, directions, and instructions; distributes the Calendar of Court proceedings as required; inputs to the integrated Court Information System (iCIS); may perform other tasks and duties as requested by the Judge or Judicial Assistant.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:

Knowledge, Skills and Abilities: Knowledge of court procedures and legal terminology preferred.